

THE CITY OF KNOXVILLE

CIVIL SERVICE JOB ANNOUNCEMENT

Civil Service Department, Suite 569, City County Bldg, 400 Main Street, Knoxville, TN 37902 (865) 215-2106. Web: www.knoxvilletn.gov

3073

Internal Auditor

(Entry-Level and Promotional)

6/29/2015

Drug testing may be required

ENTRY-LEVEL SALARY: \$ 52,148 annually

PAY GRADE RANGE: \$ 52,148 - \$ 82,233 annually (Pay Grade 10)

The City of Knoxville requires as a condition of employment that all newly employed individuals, former employees that have been re-hired, or employees promoted to a new classification will receive their paychecks by way of automatic direct deposit.

Starting and promotional salaries will be determined based upon applicant qualifications and in accordance with Civil Service Merit Board Rules and Regulations.

The City of Knoxville only accepts online applications. To apply, go to www.knoxvilletn.gov. **You must complete ALL APPLICABLE SECTIONS of the application. DO NOT LEAVE SECTIONS BLANK SIMPLY BECAUSE THAT INFORMATION APPEARS ON YOUR RESUME. Doing so could result in your application being deemed incomplete.** If you need assistance submitting an application, you may visit the Civil Service office at the address listed above.

The following documents **MUST** be submitted online by **4:30 p.m. on: Tuesday, July 21, 2015.**

- Completed City of Knoxville Online Application
- Detailed Resume (upload and attach to your online application)
- College Transcripts (upload and attach to your online application)

JOB DESCRIPTION: Please See Attached Position Description

MINIMUM REQUIREMENTS

Unless stated otherwise, applicants must possess and/or meet the following minimum requirements prior to the application deadline.

- Current City Employees may apply, but must have completed initial Civil Service probationary period and must have received a satisfactory performance rating on their last evaluation to receive promotional preference.
- Graduation from a CHEA accredited four year college or university with a Bachelor's Degree in Accounting, Finance, Business Administration or a related field.
- One year of professional auditing or accounting work.

Master's Degree in Accounting or CPA certificate would be preferable.

EXAMINATION

The selection procedure for this position will consist of a Training and Experience Questionnaire 100%

Note: Background checks will be conducted.

AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE

The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.

POSITION DESCRIPTION

City of Knoxville

| | | |
|--------------------------------------|-----------------------|---|
| Class Title: Internal Auditor | Working Title: | PCN : |
| | Incumbent: | Created: December 14, 2007 Updated: September 25, 2014 |

GENERAL DESCRIPTION

Under general direction of City Council, conducts independent protective and constructive audits to review the accuracy and effectiveness of financial controls, records, and operations.

ESSENTIAL FUNCTIONS

Audit committee liaison: Schedule meetings/notify press. Prepare agenda, record meetings/prepare minutes. Oversee RFP for External Audit and coordinate evaluation process to final contract. Direct contact with State of TN for annual audit contract submission process.

Council Representative on Wrecker Services Commission: Knoxville City Code Sec. 26-290 requires participation at a level of non-voting member. Perform independent evaluations/audits as needed. Work in conjunction with Law Department/ Police Department /Consumer Representatives to address complaints, hold formal hearings related to wreckers and booting.

Responsible for efficient processing of Council Member's Community Improvement 202 Funds and compliance with both State and IRS rules regarding grants and donations to non-profit organizations. Draft ordinances to appropriate funds, requisition payment, maintain spreadsheets and balances. Annually prepare over 100 ordinances appropriating funds to nonprofit and fiscal sponsor entities.

Internal Audit Responsibilities: Provide independent, objective research/analysis as requested.

Perform annual budget analysis, coordinate the annual external audit progress meetings, process contract payments for audit and legal services. Research all individual Council related requests for information and communicate findings as directed.

Council Representative on Mayor's Employee Benefits Advisory Committee & Benefit Coordinator for the council members and staff.

Attend scheduled meetings, document discussion and maintain records for council's perusal. Annually assist council members and staff with benefit elections and required forms. Troubleshoot benefit issues and comply with administrative deadlines.

Attend all City Council Meetings and certain Workshops that are budget, benefit, and pension related. Responsible for operating digital recordings of meetings.

Back up support for the City Recorder's Office: Answer office phones and assist with public inquiries on as needed basis. Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of auditing procedures and techniques used in the auditing of books, records, and documents.

Knowledge of accounting principles and practices.

Knowledge and broad understanding of General Accounting Standards Board's changes in Financial requirements (GASB), Financial accounting Standards Boards (FASB) and knowledge of US General accounting office(GOA) Government Auditing Standards and Requirements.

Knowledge of the principles of governmental financial administration, including budgeting, reporting, taxation, and revenue.

Knowledge of the laws and regulations governing fiscal recordkeeping.

Ability to examine and verify financial documents and reports.

Ability to evaluate situations and make financial decisions.

Ability to communicate effectively, both orally and in writing.

Ability to prepare a variety of financial statements, reports and analyses.

Ability to establish and maintain effective working relationships.

Requires advanced level of mathematical aptitude and functional reasoning.

Requires ability to independently exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable and verifiable criteria.

Ability to learn the city's ORBIT financial system, council office Ask Sam Indexing System and Agenda Software System.

Requires the ability to independently operate equipment including computer, digital recorders, and calculators.

PHYSICAL REQUIREMENTS

This position consists of primarily sedentary work, requiring the incumbent to exert up to 10 pounds of force occasionally, or a lower amount of force frequently, in order to lift/carry, push/pull or otherwise move objects. The job involves sitting most of the time, but may involve walking or standing for brief periods of time. A description of the specific physical requirements associated with this position is maintained on file in the Civil Service office for review upon request.

MENTAL REQUIREMENTS

This position uses logic and/or scientific thinking to define problems, collect information, establish facts, draw valid conclusions, devise and implement policies and regulations, and to manage and coordinate multiple programs or projects. A description of the specific mental requirements associated with this position is maintained on file in the Civil Service office for review upon request.

MINIMUM QUALIFICATIONS

Graduation from a CHEA accredited four year college or university with a Bachelor's Degree in Accounting, Finance, Business Administration or a related field.

One year of professional auditing or accounting work.

Master's Degree in Accounting or CPA certificate would be preferable.